



Job Description – Vice President (Voting Position)

Area of Responsibilities: General management of the Association's operations

Duties:

- Attend all meetings of the Executive and committees, and all General Meetings of the Association
- Be familiar with the CPGHA, ODWHA, OWHA, and Hockey Canada By-laws and regulations
- Perform the duties of the President in the absence of the President
- To ensure that all disbursements are made by cheque and signed by two persons, being the Treasurer and the Vice President, with the President as the alternate signee when necessary
- Responsible for ensuring that the duties of the Treasurer, Registrar, Ice Scheduler, and Director of Communications and Social Media are fulfilled properly
- Chair CPGHA committee meetings
- Responsible, along with the President, for the complete well-being and operation of the Association
- Participate in the CPGHA's screening policy and adhere to, and ensure the Executive members adhere to, the CPGHA Code of Conduct, Ethics & Confidentiality
- To be well informed of all Association activities including: financial position, programs, operations, and league constructs
- Provide guidance and support to all CPGHA Executive members, Coaches, Assistant Coaches, Team Managers, Trainers, other volunteers, and parents

